

# Certificate of Registration of Societies WEST BENGAL ACT XXVI of 1961

No. SO944582 of 2004-2005

Legacy Registration No.: 21847

I here by certify that DURGAPUR ISPAT PEOPLES SOCIETY has this day been registered under the West Bengal Societies Registration Act, 1961.

Given under my hand at Paschim Bardhaman this 24th day of May Two Thousand and Four.

Signature valid
Digitally signed by KAAAL CHANDRA DE Date: 2019.12.30 4:36 IST

Joint Registrar of Firms, Societies & Non-Trading Corporations Paschim Bardhaman, West Bengal

Ordinational School

ACJP-A 1076-2003-04-1,10,000

MANAGER

Menager ODM International School Durgapur " West Bengal Form No. 264.

30.11.06 sopy applied with -pared on 07.12.06 delivered on 07.12.05



# Certificate of Registration of Societies WEST BENGAL ACT XXVI of 1961

W. No. M 21847 of 2004-20 05

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| Registration Act, 1961 | ¥          |           |                      |
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Registrar of Firms, Societies & Non-Trading Corporations, West Bengul.

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del Registrar of Firms, Societies & isa-Tracing Gorpus, West Rengal

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Dungapury Reples Society

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Memorandum of Association. Registered on 21/05/2004.

> degistrat of Firms, Societies & tou- I found Corpns, West Bengal



Menager ODM International School

#### MENORANDUM OF ASSOCIATION

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- 1. Hand of the Society shall be : DUNGAPUR ISPAT PEOPLES' SOCIETY
- 2. The Registered Office of the: 6/7 EINSTEIN AVENUE, DURGAPUR-5 Society shall be situated at : DIST.: BURDWAN, WEST BENGAL
- 3. The objects for which the Society is established are :

  a) To acquire, establish, start, aid, run, maintain or manage

  primary Schools, Libraries for the benefit of the Public.
  - b) To arrange and organise lectures, debates, discussions, seminars & excursions for the diffusion of knowledge.
  - c) To publish or cause to be published useful literatures, papers, magazines, books etc. without profit motive.
  - d) To study, cultivate and demonstrate the art of music and dancing.
  - e) To promote and encourage advancement of literary, cultural, political, religious, scientific and technical education.
  - f) To help the needy students of all communities for the prosecution of studies.
  - gr To collect and preserve manuscripts, painting sculptures, works or art, antiquities, natural history specimens, mechanical and scientific instruments and designs.
  - h) To help the aged, sick, helpless and indigent persons.
  - To alleviate the sufferings of animals, or other living creatures as may be deemed appropriate.
  - Do engage and assist in such other philanthropic activities as may be deemed appropriate by the Governing Body of the Society.

N To collect denation and subscription for the purpose of the society.

k) To construct, maintain, improve, develop and alter any buildings, houses or other works necessary or convenient for the use of society.
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The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid to or divided amongst any of its members by way of profits.

4. The names, addresses and description of the members of the Governing Body :

| Sl. | Name & Address   |             | Description      |
|-----|--|-------------|------------------|
| 1.  | ASHIT KUMAR GHOSH<br>21/2 JOYLEV AVENUE, DURGAPUR-713 205,           | BURDMAN.    | PRESIDENT        |
| 2.  | BIPLAS CHATTARAJ  B <sub>2</sub> -401/1 V.K. MAGAR, DURGAPUR-713210, | BUREWAN.    | VICE-PRESIDENT   |
| 3.  | TAPAS BANERJEE<br>6/7 EINSTEIN AVENUE, DURGAPUR-713205,              | BURDWAN.    | SECRETARY        |
| 4.  | SUMANA PAUL<br>19/15 JOYDEV AVENUE, DURGAPUR-713205,                 | BURDMAN.    | TREASURER        |
|     | DURGA DAS SAHA - 3/18 EIRSTEIN AVENUE, DURGAPUR-713205,              | BURINAN.    | ASSTT. SECRETARY |
| 5.  | SANJIH MUKHERJEE<br>MENLATA BHAVAN, AMBASAN, SHIRINGI, DU            | RGAPUR-13.  | REMBER           |
| 7.  | SUDIPTA GHOSH (PAUL) 21/2 JOYDEV AVENUE, DURGAPUR-713205, 1          | BURDWAR.    | -100-            |
|     | SUKANTA MUKHERJEE<br>1D/12 VIDYAPATI ROAD, DURGAPUR-713205, 1        | oureman.    | -10-             |
|     | TANINA SARKAR<br>19/15 JOYDEV AVENUE, DURGAPUR-713205, E             | Burewan.    | -00-             |
| ο.  | SOUNEN CHAKRABORTY<br>P.O.+VILLCHELYAMA, DIST.:PURULIA               | 1 1         | -DO-             |
| i.  | COPAL SAHA<br>GEETANUALI PRESS, DURGA MANDIR ROAD, D                 | WRGAPUR-13. | -D0-             |

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(Contd.) (R/3) MANAGER

Manager OOM International School Durgapur

ODM International School

Occupation Address 33. Signature Ur-PRINCYEE 21/2 Joydel Due, Dyp-5 . Aslist Timar Chesh 2. Biplob Chattory B2-401/1, V. K. Nager, DGP-10. Service 6/7, Einstein Avenue, Dungapurs 3. Tapas Banergee 4. Sumana Paul 19/15 Joyder Avenue 3018-5 Bet. TEACHING 5. Durga Das Saha 3118 Einstein Deie 790-5 Service Hembala Bhalan Ambagan, Bhungi, DSP-5 - Unemplayee ) 21/2 Joydels Ave. DBP.-5 : House wife 6. Sanjile Makherjee 7. Sudipla Ghosh (kul) 8. Soumen Chakraborty Vill+PO-chelyama, Dist-Rerulia Un-employee 9. Sukaula Mukhuju 10/12 Vidyapati Pd. 3919-5 10. Tanima Sankan 19/15 Joydev Avenue, Dap-5 Student 11. Copal Saha DURGA MANDIR RD, DEP-13

Witness to the above signatures,

Signature Milandongee

AGGRESS 30/1/16 SEPCE TOWNSHIP, D.G. P. S

Occupation & winn

Dated the 14th Rel. 2004

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Durgerpur Sepat Reaples' Society.

Regulations of Association

Registrar of Firms. Societies &



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involvent, (c) on a conviction any offence in connection with the formation promotion, management or announce of affairs of society or a

REGULATIONS OF

Unless the ontext otherwise requires words and expressions contained in these acquistions shall bear the same meaning as in the W.B. Docieties Registration Act, 1961 or any statutory modification thereof.

#### MEMBERSHIP

#### Admission: 1.

- a) The signatories to the Demorandum of Associations & the Office Bearers of the Governing Body of the Society shall be first members of the Society.
- b) The Coverning Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Memorandum of Association and regulations of the Society and who in the opinion of the Governing Body will be interested in advancement of the objects of the Society.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Eody may reduse to admit any persons as a member without assigning any reason therefor.

#### Types of Kembers:

- 1) Monorary Members: Any person whose connection with the Society is deemed to be useful, may which with the consent of such person be elected as Honorary member of the Society. Such members shall not, however, be eligible to be member of the Coverning Body nor shall be entitled to vote in any meeting.
- 2) Ordinary Kembers: Any person, qualified to be a member and paying prescribed ordinary membership fee may be admitted as ordinary members of the Society. REGISTERED/RECORDED/PRED

Cessation of Nembership :

finas - r of Firms, Sociatios & 218 47 Any member shall cease to be a member Now (reding Corpus wer Bengalore of

his resignation from the ship, (b) on his becoming insene of insolvent, (c) on its convertion withhouse

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corporate of of any defence in living moral turpituce.

The Society shall maintain a Register of Members containing the names, address and their occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

#### 5. Rights and Obligations of Nembers :

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society; (b) to submit suggestion for discussion to the Governing Body and sub-committee on any matter relating to society; (c) to inspect the accounts and the proceedings of the meetings of the society on appointment with the secretary; (d) to pay his subscription within the prescribed time. Defaulting members shall not be allowed to take part or vote in a meeting. Despets shall have one vote each.

#### 6. Expulsion & Removal :

Frequent actions of any member, if found by the Governing Body is detrimental to the interest and is in violating of the rules and regulations of the society, he may be after one enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Coverning Body shall have the power to take a suitable action against the delinquent member after allowing him to defend in his case. If no reply to the showcause notice is received within a month, the Governing Body may take an ex-parte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation of damags even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawfulctities

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Menager OOM International School Durgapur 4. Procedure of the meeting :

over all meetings of the Coverning Body end in their absence members present shall elect a Common of the meeting. All questions before the meeting will be decided by a majority of votes, such member having one vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

5. Power and Duties of the Coverning Body : The Governing Body shall have general power of supervision and conduct over all the affairs of the Society and in particular shall discharge the following duties: (i) to appoint sub-committee with such power and duties as may be considered necessary or expedient. (ii) to accept Constion, gift, subscription, movable or immovable property for the objects of the society. (iii) to sell, lease, mortgage or otherwise dispose of an deal with all or any part of the property of the society; (iv) to keep proper accounts of the society and to open bank account in the name of the society in one or more banks; (v) to co-opt. not more than two members to the Governing Body; (vi) to appoint a person or persons on payment to assist the Secretary/Treasurer in the maintenance of account, etc. (vii) to conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.

#### SAFE CUSTODY OF PROPERTIES

- The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the Society.
- The funds of the society shall be kept in banks/post office/ Nutual funds and be invested in any securities specified under Sec. 20 of the Indian Trust Act, 1882.

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The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written made by any member.

#### ACCOUNTING YEAR

The accounting year of the society shall be from 1st day of April of each year to 31st day of March of following year.

#### GENERAL NEETING

Annual Seneral Meeting :

Notice: The Secretary shall annually call the Annual General Meeting as per provisions of Wask Act 1961 giving at least 14days' notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda: The business to be transacted at she A.G.N. shall be:

(a) to confirm the minutes of the last A.G.N. and of special general meeting if any. (b) to adopt with or without modification the report of the working of the society for the previous year; (c) to pass audited accounts of the society for the previous year ended;

(a) to appoint qualified Auditor or Auditors; (e) to transact such other business as may be brought forward by giving 14 days previous notice from any members; (g) to conduct general election.

Quorum of the meeting: 1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

Namer and method of Voting: The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

Special General Meeting:

A special general meeting may be convened by the Coverning Body at any time in view of urgency of the metter. At least 7 days notice shall be given to every member for special general meeting.

Numbers may request the Coverning Body for special General Meeting.

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Manager ODM International School Durgapur

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case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the soverning Body, the requisitionists shall hold such meeting provided no business other than those specified in the notice shall be transsected.

The Coverning Body May direct to convene an Extra-ordinary general meeting for consideration of addition, alternation or amendment of the memoranoum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent of members before the meeting. The resolution for change, amendment etc. of the Memoranoum of Association/Magulations be carried out it accepted by the three fourths of the members present at the meeting.

#### DUTIES OF THE OFFICE BEARERS

President : He shall

(a) preside over all meetings of the Society; (b) take all disciplinary actions such as removals, dismissel etc. in consultation with the Governing Body; (c) advise the Secretary in any matter requiring urgent attention; (d) call emergent meeting.

#### Vice-President :

In the absence of the President, the Vice-President shall perform all the duties of the President.

#### Secretary : He shall

(a) convene all meetings of the society; (b) maintain minute books of all meetings; (c) issue general circular and notices; (d) receive all applications for membership which shall be placed before the Coverning Body; (e) sign on behalf of the society all receipts for all sums received as subscription etc.; (f) sign and give pay order on all bills for payments; (g) get the accounts of the society qudited by a Chartered Accountant; (h) ensure compliance with statutory requirements; (i) transact all other business subject to

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Asstt. Secretary :

In the absence of the Secretary, the Asstt. Secretary shall perform all the duties of the Secretary.

Treasurer : Ne/She shall

(a) collect and receive all sorts of subscriptions, donetions and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) operate bank account jointly either with Secretary or the President, or the eny other members by the decision of Governing Body; (d) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

#### MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall maintain books of accounts as required under Sec. 15 (1)(a).(b) of the Act. The accounts shall be sudited by a Guly qualified suditor as stated in Sec. 15(2) of the Act.

#### SUIT AND LEGAL PROCEEDINGS

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such persons as shall be appointed by the Committee.

#### ALTERATION OF MEMORANDUM & REGULATIONS

The Memorandum and Depulations may be altered, modified, rescinced or added to by special resolutions passed by the 3/4th members in a general meeting called for the purpose.

The Governing Body shall have powers to make, alter modify or rescind such Bye-Lows as may be considered necessary in the interest of smooth functioning of the Society.

#### DISSOLUTION OF THE SOCIETY

Subject to the provisions of Sections 24 & 27 of the West Bengel Societies Redistration Act, 1961 or any Statutory modification MANAG

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thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members of the society at a general meeting. The said meeting shall slap decided the monner of disbursement of the funds and essets of the Associations, if any after dissolution.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Regulations of Society.

Signature of three members of the Governing Body :

- 1. Ashit Humar Chosh
- 2. Biplob Chattery.

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Comparted by: AV



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MANAGER

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TWENTY RUPEES

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No-2 5/L/21847

S/L/21847 Dungapur Sapot People's Society.

Alternation of Memorrandum Recorded on 05/02/2007:



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Menager ODM International School Durgapur FORM IV

(See Rule 9)

#### FILING OF ALTERATION OF THE MEMORANDUM OR THE REGULATIONS BY A SOCIETY

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#### THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961 NIGHT I

To

The Registrar of Firms, Societies and non-Trading Corporations, West Bengal, I submit herewith pursuant to rule 9, the altered Memorandum / Regulations along with a brief statement of alteration as given below:

Name of Society: DURGAPUR ISPAT PEOPLE'S SOCIETY

Registered No. of the Society: S/IL/21847 of 2004 - 05

| Date of<br>Alteration |       | Previous Position   |    | Alter Position   |                  |
|-----------------------|-------|---|----|--|------------------|
| 18-1-67.              | 3.    | The objects for which the society is established are -  | 3. | The objects for which the society is established are -   |                  |
|                       | a)    | To acquire, establish, start, aid, run, maintain or manage, primary schools, libraries for the benefit of the public. | a) | To acquire, establish, start, aid, run, takeover maintain or manage, primary schools, technical institutions and charitable hospital, charitable dispensaries, printing school, vocational training centre etc. for the benefit of the public with due permission from Government (State Government or India Government) and other appropriate authorities by seeking recognisation. | Tologo Bor seese |
| S SECTETIES           | e)    | To promote and encourage advancement of literary, cultural, political, religious, scientific and technical education. | e) | To encourage advancement of literacy, cultural, political, religious, medical, scientific and technical education, health and medical aid, technical training and demostration for providing better employment opportunities, social welfare and development.  |                  |
| Won !                 | 30000 | To de all such acts, deeds, matters and things as may be deemed incidental or conductive to the foregoing objects.    | ŋ  | To do all such acts deeds matters and thing i.e. oganise, promote or undertake such other activities or functions as are considered beneficial or conductive towards the attainment of the objectives of the said society.   |                  |

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#### FORM IV .

(See Rule 9)

#### FILING OF ALTERATION OF THE MEMORANDUM OR THE REGULATIONS BY A SOCIETY

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#### THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961

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Name of Society: DURGAPUR ISPAT PEOPLE'S SOCIETY

Registered No. of the Society: S/IL/21847 of 2004 - 05

Description of Alteration in Regulations.

| Date of<br>Alteration | Previous Position                      | Alter Position  |
|-----------------------|--|---|
| 26-12-2106.           | 5 Power and Duties of the reg<br>Gr.B. | To borrow from banks and other financial institutions and other service as may be necessary for furtherance of the objects. |
|                       | × )                                    | To accepts gifts, loan, donations, subscriptions, subscriptions for raising   |
|                       |  | funds for fulfill the objects of the society.   |

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W. Wrang. M. S. Godes

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signature of the Secretary

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\*\*\* Approx on 16.5.07 15.6.07 Prepared on .. Salivared on 15.6.67

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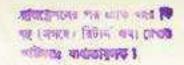


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FURIN IV

(See Rule 9)

#### FILING OF ALTERATION OF THE MEMORANDUM OR THE REGULATIONS BY A SOCIETY



#### THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961

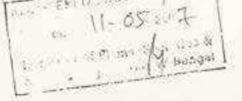
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The Registrar of Firms, Societies and non-Trading Corporations, West Bengal. I submit herewith pursuant to rule 9, the altered Memorandum / Regulations along with a brief statement of alteration as given below:

Name of Society: DURGAPUR ISPAT PEOPLE'S SOCIETY

Registered No. of the Society: S/IL/21847 of 2004 - 05

| Date of<br>Afteration | Previous Position  | Altered Position   |
|-----------------------|--|--|
| -6-12-06-             | Annexure - I<br>Enclosed   | Annexure - II<br>Enclosed  |
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|                       |  |  |
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|                       | IN TENNOSECONDEGIFICED   | Tabas Banerpee   |
| Dated:                | The state of the s | Signature of the President / Secretary  (Seal of the Society)  President/Secretary |



Durgapur Ispat Peoples' Society Durgapur, Burdwan

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## MEMBERSHIP

#### 1. Admission:

- a) The signatories to the Memorandum of Associations & the office bearers of the governing Body of the society shall be first members of the Society.
- b) The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the Memorandum of Association and regulations be interested in advancement of the objects of the Society.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and the Governing Body may refuse to admit any person as a member without assigning any reason therefor:

#### 2. Types of Members :

- a) Honorary members: Any person whose connection with the society is deemed to be useful may with the consent of such person be elected as Honorary member of the Society. Such members shall not, however, be eligible to be member of the governing Body nor shall be entitled to vote in any meeting.
- Ordinary member : Any person, qualified to be a member and paying prescribed ordinary membership fee may be admitted as ordinary members of the Society.



MEMBERSHIP

- i) The signatories to the Alteration of Memorandum of Association and office bearers of the Governing Body of the society now shall be first members of the society
- ii) The Governing Body may admit to any individuals of any caste, creed or sex who has attained the age of 18 years and good character, qualified to be a member, agreed in writing to bound by this 'Memorandum of Association' and regulations of the society and who in the opinion of the Governing Body will be interested in advancement of the objects of the society.
- iii) Be it noted here that the power to admit members is the sole and absolute power of the Governing Body and Governing Body may refuse to admit any person therefor and the cancellation of the members will be in accordance to the column 4 of this bye laws.
- Every person admitted to membership shall -
- a) Pay on admission fee of Rs. 500/- only.
- Pay monthly subscription at the rate of Rs. 100/- only.
- c) Name, occupations, date admission and a place to be registered as his address. Such address shall for all purposes be deemed to be his residence.
- d) The Register will be kept open for inspection of the members of the society on requisition.

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MANAGER

Menager ODM International School Durgapur

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Any member shall cease to be a member - (a) on the acceptance of his resignation from membership, (b) on his becoming insane or insolvent, (c) on his conviction of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

#### Register of Members: 4.

The society shall maintain a Register of members containing the names, address and their occupations, the date admission and of ceassation of membership. The Register will be keep open for inspection of the members of society on requisition. All entries: required to be made therein shall be entered within a period of 15 days.

#### 5. Rights and obligations of Members:

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society (b) to submits suggestion for discussion the Governing Body and Sub-committee on any matter relating to society; (c) in inspect the accounts and the proceeding of the meetings of the society on appointment with the

#### CESSATION OF MEMBERSHIP

- 4. A member shall cease to be a member if he / her
- a) resigns his I her membership.
- on his / her becoming insene of insolvent.
- c) on his / her conviction of any ofence in connection with the formation promotion manageent or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.
- d) loses the qualification for membership.
- e) is expelled.
- f) dies.
- g) has been adjudged by a competetent to be in solvent or of unsound mind; and
- h) has been published with imprisonent for an offence involving moral turpitude.

#### RIGHTS AND OBLIGATION OF MEMBERS

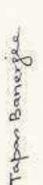
- i) Any member of the society has the right -5.
- a) to elect and to be elected in any post in election of the society
- to submit suggestion for discusion to the Governing Body and Sub-committee on any matter relating to the society.
- c) to pay his subscription within prescribed time.
- d) defaulting members shall not be allowed to take part or vote in meeting.
- members shall have one vote each. e)
- A member shall not acquire the rights and iii) privileges of membership until he / she has -

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secretary (d) to pay his subscription within the presecibed time. Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote each.

#### Expulsion & Removal: 6.

Frequent action of any member, if found by the Governing Body detrimental to the interest and is in violation of the rules and regulations of the Society, he may be after due enquiry ceusured. suspended or expelled from the membership by the Governing Body, In that case the governing Body shall first serve the member concerned with a show cause showing there in the charges month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the deliquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month the governing Body may take an expert decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claims for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and / or

unlawful.

- paid the admission fees. a)
- paid update monthly subscriptions b)
- c) signed a declaration to the effect that he / she shall be bound by bye - law.

#### REMOVAL OF A MEMBER

6. A member who ceases to be qualified to be a member may be removed by the Governing Body.

## FINE, SUSPENSION AND EXPULSION OF A MEMBER

- i) The Governing Body may after due investigation into the conduct of a member and after taking such evidence as may be necessary, fine suspend or expel him (her) for any of the following reasons:
- a) Wilful contravention of the Act., Rules and the bye - laws of the society.
- b) Act which is the opinion of the Governing Body are prejudicial to the interest of the society.
- Wilful default, dishonesty or infringement of the terms of any of the contract entered into as a member of the society.
- Against National Harmony d)
- Anti-social activities, anti-nation activity. (e)
  - A member suspend shall not be entitled to exercise any of the rights or enjoy the privileges of membership during the period of suspension.

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Tapas Banerjee

ODM International School
Duraspur



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- iii) A member fined, suspended or expelled may appeal to the Governing Body within fifteen days of the date of the communication of the order of punishment.
  - iv) The Governing Body on receipt of the appeal shall have the power to take a suitable action against the delinquent member after allowing him / her to defend his / her case. If no appeal to the punishment order is received within a month, the Governing Body may take ex-parte decision.
    - v) For any Act, of expulsion or termination no such member shall be entitled to prefer any claim forcompensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and unlawful.
      - vi) In all cases the Governing Body shall first serve the ember converned with a show cause showing therein the charges framed and ask him to submit his statement of defence within seven days. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the member. If no reply to the show cause notice received within seven days, the Governing Body may take an ex-parte decision.

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Tapan Banerjea

MANAGER

Manager ODM Extractional School Durgapur

ODM International School

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#### **GOVERNING BODY**

Composition, election/appointment, 4. resignation / removal, terms of office:

> There shall be a Governing Body consisting of not less than 7 members. The office bearers of G.B. Shall comprise of President, Vice-President, Secretary, Assit Secretary, Treasurer and other Committee members. The office bearers & other Committee members shall be elect at the A.G.M. The resignation and removal of the G.B. Members shall be dealt with as has been prescribed as in the case of three members noted hereinbefore.

The terms of office of the G.B. Shall ordinarily be one year, unless it is dissolved/ terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

#### 2. Meeting :

A meeting of Governing Body shall be held atleast once in three months at such place, date and time, as the President or the Secretary may determine. Any four members of the

## GOVERNING BODY

- i) There shall be a Governing Body consisting of not less than 9 members. The Office Bearers of Governing Body shall comprise of President, Vice-President, Secretary, Asstt. Secretary, Treasurer and other executive members. Here shall be executive members consisting of not more than 25 members including Office Bearers members.
  - The terms of office of the Governing Body shall ordinarilly be 3 years, unless it is dissolved / terminated early under unforeseen circumstances.
  - iii) The Office Bearers and other executive members shall be elected at A.G.M.
  - iv) The resignation and removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted herein before.
    - v) After election, old Governing Body will continue of function till the new Body takes over charge shall under no circumstances be more than 30 days from the date of election.

## MEETING OF THE GOVERNING BODY

9. i) The Governing Body shall meet for the transaction of the business of the society at least one in two months and as more

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MANAGER

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Governing Body may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President on the requisitionists may do so no business other than specified in the notice shall be transacted at such meeting.

#### 3. Notice and quoram :

7 days notice of the meeting specifying the place, time and the general nature of business to be transacted, shall be given to every member of the Governing Body emergency meeting may be called on 24 hrs notice 1/3rd members personally present shall constitute a quoram for the meeting and if a quoram is not present within 30 minutes of the time, members present shall adjourn the meeting.

#### 4. Procedure of the meeting :

The President or in his absence the Vice-President shall preside over all meetings of the G.B. and in there absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each members having one vote. The president or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

#### 5. Power and Duties of the Governing Body :

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particulars shall discharge the following duties: (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient.

often as may be necessary in the interest of the society.

 Emergency meeting may be called on 24 hours notice.

#### QUORUM OF GOVERNING BODY MEETING

10. The quorum of a meeting Governing Body shall be one-third of the total members of Governing body subsisting on the date of issue of notice for the meeting.

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## POWERS AND DUTIES OF THE GOVERNING BODY

 i) The business of the society shall be carried on and managed by Governing Body which will exercise all such powers of the

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(ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society. (iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society, (iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks. v) To co-opt not more than two members to the Governing Body. (vi) To appoint a person or persons on payment to assist the Secretary / Treasurer in the maintenance of account, etc. (vii) To conduct any other business not specified herein for the attainment of the object of the society not specified herein for the attainment of the object of the society provided such business in not repugnant to such objects.

- society as are not required to be exercise by the society in a general meeting.
- ii) Without restricting the general power conferred by these by laws the following powers and duties and authorities are expressly given to and conferred upon the Governing Body, namely -
- 1) to admit new members
- to fine, suspend, remove or expel a member
- 3) to raise funds and may borrow money for the society by way of loans from member, non-members or any other source like bank and financial institutions, contributions, donations, grants-in-aid, subscription fees, legacies etc.
- 4) to invest funds. for objects of the suciety
- 5) to appoint salaried or non-salaried officers, employees and to define their duties and to assist the Secretary / Treasurer and other purposes of the society to fulfill objective of the society.
- 6) to fine suspend, remove and dismiss any salaried and non-salaried officers and employees appointed by the Governing Body.
  - to compound or abandon or delay to enforce any debt or demand of the society or to institute defend or compromise legal proceedings.

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Manager OOM Hitmational School Durgapur

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#### Altered Position

- 8) to appoint sub-comittees (managing committees for specific purpose) as may be deemed necessary from time to time and define their power and duties; and
- 9) to frame regulations for the conduct of the business of the society.
- 10) and all other powers to carry out the business of the society and subject to any conditions imposed from time to time by the society to provide for the administration, management and control of the affairs and property of the society and other which deerned necessary for fulfil the objects of the society.
- 11) to accept donation, gift, subscription, movable or immovable property for the objects of the society.
- 12) to sell, lease, mortgage or otherwise dispose of an deal with all or any part of the property of the society.
- 13) to keep proper accounts of the society and to open bank account in the name of the society in one or more banks.
- 14) The Governing Body of the society may co-opt, persons having special knowledge or experience, provided that number of co-opted members shall not exceed one-fourth of the representative of the society to the Governing Body.

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- 15) The Governing Body may invite any person or any official or any statutory authorities to attend its meeting as an observer but without power to vote.
- 16) The Governing Body shall have power to co-opt, persons non being members of the society to serve on the managing committee provided that number of such fo-opted members shall not exceed one - fourth of the total number of elected members serving on the committee.
- 17) to appoint on payment and specify which officers and employees shall keep books of accounts, keep other books and registers, shall prepare returns and statements and shall keep cash.
- to enter the accounts of the society in proper books timely and regularly.
- 19) to maintain true accounts of the money received and expended and the accounts of the assets and the liabilities.
- 20) to prepared and submit to the annual general meeting an annual report, the annual statemens of accounts, the proposal for future projects, if any and the annual budged estimate.
- 21) to prepare the statements of accounts including detailed lists of assets and liabilities and lists of bad and boubtful debts if any require at audit and to place them before the auditors.

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Tapan Banerja (5)

Menager ODM International School Durgapur

Principal ODM International School Durgapur



#### Altered Position

- 22) to prepare and submit all statements, accounts and returns required by the Registrar in such forms as he may direct.
- 23) to remain the register of members and other books and accounts up to date.
- 24) to facilitate inspection of books and accounts by those entitled to inspect them.
- 25) to convene general meetings on requisition
- to convene the annual General Meeting in due time.
- 27) to watch that the loans and advances are applied for the purpose for which they are made and that they are promptly repaid
- 28) to examine and take prompt action in cases of all arrears and defaults in repayment of loans and advances.
- to remove and rectify all defects and irregularities pointed out at audit.
- The Governing Body shall appoint one or more qualified auditors and may determine their remuneration (if any).
- 31) to conduct any other business not specified herein for attainment of the object of the society provided such business is not repugrant to such object.
- 32) The Governing Body shall have also the following powers :
- To prepare plans, projects, programmes and budget (cost estimate).
- To appoint election officer and his / her powers.

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MANAGER

Menager ODM I-Atmettenal School Durgapur

ODM International School



#### SAFE CUSTODY OF PROPERTIES

- The Governing Body shall be responsible for the safe custody of the funds, properties and assets of the society.
- The funds of the society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under Sec. 20 of the Indian Trust Act. 1882.

#### BOOKS OF ACCOUNTS & INSPECTION

The books of accounts and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such tind as the Governing Body directs on a written request by any members.

#### FUNDS

- The funds of the soceity may be raised by receiving -
- a) admission fee.
- b) monthly subscription.
- c) deposits from members and non-members
- d) loans for object of the society to
- e) grants in aid, donations and subsidies.
- taking loans from financing bank and other sources.
- g) obtaining grants, donations and subsidies from Government and other souces.

and

 h) deriving income from properties, investment and other sources.

#### **BOOKS OF ACCOUNT & INSPECTION**

- 13. i) The books of account shall be kept at the registered office and shall be open for inspection of the members at such time and place as the Governing Body directs on a written made by any member.
- ii) Inspection of the books of the society by the members -
- The society shall kept open to inspection, free of charge at any resonable times at the address of the society on a written ade by any member.
- The West Bengal Societies Registration Act. 1961.
- The West Bengal Societies Regulation Rules 1963.
- c) A copy of these regulations (Bye-laws).
- d) Register of members of the Governing Body.

Principal
ODM International School
Durgapur

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Manager

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#### ACCOUNTING YEAR

The accounting year of the society shall be from 1st day of April of each year to 31st of March of following year.

#### GENERAL MEETINGS

#### Annual General Meeting:

Notice: The Secretary shall annually call the Annual General Meeting as per provision of W.B.S.R. Act 1961 giving at least 14 days notice to all members. The notice shall contain the place, date, day and time of the meeting.

#### Agenda:

The business to be transacted at the A.G.M. shall be: (a) to confirm the minutes of the last A.G.M. and of special general meeting if any. (b) to adopt with or witho modification the report of the working of the Society for the previous year: (c) to pass audited account of the Society for the previous ended. (d) to appoint qualified auditor or Auditors. (e) to transact such business as may be fixed by the Governing Body. (f) to transact such other business as may be brought forward by giving 14 days previous notice from any members. (g) to conduct general election.

#### **ACCOUNTING YEAR & AUDIT**

- 14. i) The accounting year of the society shall be from 1st day of April of each year to 31st day of March of following year.
- ii) At the close of every accounting year, the society shall cause the accounts of the society audited by a persone who may be deemed to be competent for the purpose.

#### GENERAL MEETING

#### 15. i) Annual General Meeting -

Notice: The Secretary shall annualy call the Annual General Meeting as per provision of W.B.S.R. Act 1961 giving at least 14 days notice to all members. The notice shall contain the place, date, day and time of the meeting.

Agenda: The business to be transacted at the Annual General Meeting shall be: (a) to confirm the minutes of the last Annual General Meeting and of special general meeting if any, (b) to adopt with or without modification the report of the working of the Society for the previous year, (c) to pass audited account of the Society for the previous ended, (d) to appoint qualified auditor or Auditors, (e) to transact such business as may be fixed by the Governing Body, (f) to transact such other business as may be brought forward by

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Tapas Banergee

Manager
Manager
Manager
Manager

ODM International School

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Quorum of the meeting: 1/3rd members personally present at the commencement of the meeting shall constitute the quorum.

Manner and Method of Voting: The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

#### Special General meeting:

A special General Meeting may be convinced by the Governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for special general meeting.

Members may request the Governing Body for special General Meeting by placing a requisition signed by 2/3rd of total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisitionists shall hold such meeting provided business other than those specified in the notice shall be transacted.

#### Extra - ordinary general meeting :

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum/regulations of the Society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment etc. of the Memorangiving 14 days previous notice from any members: (a) to conduct general election, (i) to pass the annual budget and the programme of activities for the next year.

- Quorum of the meeting 1 / 3 rd memin bers personally present at the commencement of the meeting shall constitute the quorum.
- iii) Manner and Method of Voting The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

#### iv) Special General meeting -

A special General Meeting may be convinced by the Governing Body at any time in view of urgency of the matter.

#### Extra-ordinaty General Meeting -

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration or amendment of the memorandum / regulations of the society. 7 days notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for charge, amendment etc. of the memorandum of Association / Regulations be carried out it accepted by the tree fourth of the members present at the meeting.

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dum and Regulations be carried out it accepted by the there forth of the members preset at the meeting.

## DUTIES OF THE OFFICE BEARERS

President: He shall (a) preside over all meetings of the Society. (b) take all disciplinary actions such as removals, dismissal etc., in consolation with the Governing Body, (c) advise the Secretary in any matter requiring urgent attention, (d) call emergent meeting.

Vice-President: In the absence of the President, the Vice-President shall perform all the duties of the President.

Secretary: He shall (a) convene all meetings of the Society; (b) maintain minute books of all meetings; (c) issue general circular and notices; (d) receive all applications for membership which shall be placed before the Governing Body; (e) sing on behalf of the society all receipts for all sums received as subscription etc.; (f) sign and give pay order on all bills for payments; (g) get the accounts of the society audited by a Chartered Accountants; (h) ensure compliance with statutory requirements; (i) transact all other business subject to the direction of the Governing Body.

## DUTIES OF THE OFFICE BEARERS

#### 16. i) President :

He shall (a) preside over all meetings of the Society, (b) take all disciplinary actions such as removals, dismissal etc., in consolation with the Governing Body, (c) advise the Secretary in any matter requiring urgent attention, (d) call emergent meeting, (e) the power and duties shall be such as the Governing Body may from time to time decide.

#### ii) Vice-President :

In the absence of the President, the Vice-President shall perform all the duties of the President.

#### iii) Secretary :

He shall (a) convene all meetings of the Society: (b) maintain minute books of all meetings; (c) issue general circular and notices; (d) receive all applications for membership which shall be placed before the Governing Body; (e) sing on behalf of the society all receipts for all sums received as subscription etc.; (f) sign and give pay order on all bills for payments; (g) get the accounts of the society audited by a Chartered Accountants; (h) ensure compliance with statutory requirements; (i) transact all

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Tapas Banerjee

Menager ODM Hismstonal School Durgapur Assit. Secretary: In the absence of the secretary, the Assit. Secretary shall perform all the duties of the secretary.

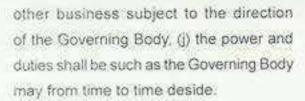
Treasurer: He shall (a) collect and receive all sorts of subscriptions donations and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) operate bank accounts jointly either with the Secretary or the President; (d) prepare the budget in consolation with the Secretary for the consideration of the Governing Body.

#### MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall maintain books of accounts as required under sec. 15 (1) (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec. 15 (2) of the Act.

#### SUIT & LEGAL PROCEEDINGS

All suits and legal proceedings by or against the Society shall be in the name the Secretary or such person as shall be appointed by the Committee.



#### iv) Asstt. Secretary :

In the absence of the secretary, the Assit, Secretary shall perform all the duties of the secretary.

#### v) Treasurer:

He shall (a) collect and receive all sorts of subscriptions donations and deposit of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) operate bank accounts jointly either with the Secretary or the President; (d) prepare the budget in consolation with the Secretary for consideration of the Governing Body.

# MAINTENANCE AND AUDIT OF ACCOUNTS

The Society shall maintain books of accounts as required under sec. 15 (1) (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec. 15 (2) of the Act.

#### SUIT AND LEGAL PROCEEDING

All suits and legal proceedings by or against the society shall be in the name of the President of the Society or such persons as shall be appointed by the Governing Body. The legal dispute if any shall be adjudicated at the concerned court within which jurisdiction the registered office of the society situated.

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Principal
ODM International School

#### ALTERATION OF MEMORANDUM & REGULATIONS

The Memorandum and Regulations may be altered, modified residended or added to by special resolutions passed by the 3/4 th members in a general meeting called purpose.

The Governing Body shall have powers to make, after modify or rescind such Regulations as may be considered necessary in the interest of smooth functioning of the Society.

#### ALTERATION OF MEMORANDUM REGULATION

- 17. i) The Memorandum and Regulations may be altered, modified rescined or added to by special resolution passed by the 3 /4 th members in a general meeting called for the purpose.
- The Governing Body shall have power to make, alter modify or rescind such By-laws as may be considered necessary in the interest of smooth functioning of the society.

#### SETTLEMENT OF DISPUTES

18. Any dispute which can not be decided by the Governing Body shall be reffered for adjudication or settlement to a general meeting, annual or special or by appointment of a arbitrator under the Arbitration and concialiation Act.

REPRESENTATION ..

19. The president, the Secretary and the Treasurer shall execute and sign all deeds and documents, creating, disposing or otherwise negotiating the properties and funds of the society and in particular shall draw, accept, make, endorse and negotiate all bills of exchange, promissory notes depentures, securities and other documents standing in the name of or held by the society, provided that in receipts, the Secretary and the Accountant (if require) may sign on bahalf of the society by the way of acknowledgement.

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Manager

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DISSOLUTION OF SOCIETY :

24 & 27 of the West Bengal Societies

Registration Act. 1961 or any Statutory

modifications there of , the Society may be

dissolved by a resolution to that effect passed

by 3/4th members of the society at a general

meeting. The said meeting shall also decide

the manner of disbursement of the funds and

assets of the Association, if any after

Subject to the provisions of Sections

#### COMMON SEAL

20. The Governing Body shall provide a common seal for the purpose of the society other than individual. The seal shall be in the custody of the President / Secretary.

Taken any loans from any persons, if he / she died, the said loan will be repay to the appropriate nominee with relegant evedence/Any dispute or will not identify the actual nominee, yet clamier more that one, in these cases the said cases firstly will be go under juridication in Sub-Judicial Court, situated at Durgapur,

## DISSOLUTION OF THE SOCIETY

₹19 Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act. 1961 or any Statutory modifications there of , the Society may be dissolved by a resolution to that effect passed by 3 / 4 th members of the society at a general meeting on dissolution of the society the net fund or corpus representing in various types of assets will be distributed and donated to any other public charitable society, institution or trust engaged in same type of activities as persued by the society and having registration under section II of the income tax act and enjoying benefit under section 80G of the said act or income tax act 1061

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35 MANAGER

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46dl. Registrar of Firms, Societies & Non-Trading Corpns, Was: Bengal

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